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## POSITION DESCRIPTION

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Position Title	Supervisor Wastewater Treatment
Division	Water and Wastewater Operations
Award Classification	Band 3
Manager	Gerard Dooley
Date Last Updated	12/02/2010

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### 1. COMPANY OVERVIEW

Central Highlands Water (CHW) is a non-metropolitan Water Corporation based in Ballarat and delivers essential and sustainable water and wastewater services for a regional population of approximately 120,000.

CHW provides fully integrated water services, in a true 'catchment-to-tap-to-catchment' approach. This involves the collection and storage of water, filtration and disinfection, delivery of water, and collection and treatment of wastewater including the beneficial use of recycled water.

### 2. PRIMARY ROLE OF POSITION

The Water and Wastewater Operations Division manages all functions related to the supply of water to customers, from catchment to tap, and returning wastewater to the environment. The Water and Wastewater Operations Division exists:

**“to contribute to the health of our community and the environment”**

The primary role of this position is to ensure Central Highlands Water's wastewater treatment plants are capable of treating wastewater to industry best practice and EPA compliance is ensured.

The Supervisor Wastewater Treatment is expected to exercise independence and is required to work under broad direction in terms of objectives, policies and priorities to ensure that the operations of the wastewater treatment assets meet set standards, guidelines and policy, for the entire business.

The Supervisor Wastewater Treatment provides supervision and guidance to wastewater treatment operations staff and support to the Coordinator Wastewater Treatment.

### POSITION IMPACT

The Supervisor Wastewater Treatment is expected to apply a high level of knowledge and judgement to the performance of work that is critical to the achievement of the overall objectives of CHW. The incumbent will supervise and provide direction to plant operating personnel on technical aspects of plant and system operation to ensure assets are operated to achieve optimum results.

The position is responsible for the day to day operational supervision of wastewater management facilities at Ballarat, Daylesford, Maryborough and surrounding regional centres. The incumbent is also required to provide support towards the operation of the Ballarat North Reclamation Plant when required.

The incumbent is responsible for the supervision of significant financial, physical and human resources with particular emphasis on providing leadership and developing team capabilities.

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The Supervisor Wastewater Treatment is also responsible for the effective implementation and ongoing application CHW's management systems, including the safety, environmental, risk and asset management systems.

### **3. ORGANISATIONAL RELATIONSHIPS**

This position reports to – Coordinator Wastewater Treatment

This position supervises – Wastewater Treatment Operators

Internal liaisons –

- Manager Treatment
- Coordinator Wastewater Treatment
- Coordinator Reuse
- Trade Waste Officer
- CHW Laboratory Staff
- Customer, Marketing and Strategic Communications Team Members
- Water and Wastewater Operational staff

External liaisons –

- EPA
- DSE
- Consultants
- CHW Preferred Contractors

### **4. POSITION AUTHORITY**

1. Deliver and or facilitate the provision of training for plant operators in WWTP unit processes including biological nutrient removal processes.
2. Development of a Monthly Report on both the Ballarat South and Regional Treatment Facilities.
3. Determination of priorities, work standards and practices to meet the objectives of the wastewater team.
4. Develop and maintain a day to day, after hours duty standby and weekend roster program that meets the needs of the business.
5. Provide leadership and motivation to the wastewater team.
6. Ensure that annual performance plans and reviews are completed with all team members.

### **5. KEY ACCOUNTABILITIES**

Provide supervision and leadership to the wastewater treatment team and ensure that they are provided with the training and development opportunities necessary to allow them to function as a cohesive and multi skilled team.

Supervise staff and delegate authority to plant operators where appropriate.

### **WASTEWATER TREATMENT**

1. Ensure that all wastewater treatment plants meet EPA Corporate licence conditions.
2. Ensure that all reclaimed water and biosolids products comply with applicable reuse scheme requirements.

3. Have input into the development, implementation and maintenance of monitoring programs for all wastewater treatment plants to ensure the early detection of problems and take proactive steps to mitigate EPA licence and other regulatory impacts.
4. Identify immediate and future treatment process inadequacies and take necessary action to address them.
5. Ensure that all necessary reports are produced and submitted on time and in accordance with Regulatory and CHW requirements, including non-compliance, monthly operations.
6. Provide leadership and supervise plant operators to ensure that all treatment plants are operating optimally and meeting EPA Corporate Licence conditions.
7. Assist in the research and evaluation of options for biosolids treatment, reuse and disposal.
8. Have input into the development and implementation of process control philosophies for optimisation of WWTP's including biological nutrient removal processes.
9. Take a lead role and champion the implementation and ongoing application of CHW's Asset Management System (Hansen), Environmental Management System (EMS), risk management processes and Quality Management Systems (QMS) principles where appropriate.
10. Have input into the development and implementation of the approved ESC Water Plan as it relates to the wastewater treatment, including regular review of long-term plans and programs.
11. Ensure investment decisions are based, as far as practical, upon evaluations of alternatives that take into account long-term regulatory trends, and the principles of sustainability.
12. Ensure input is provided into the development and delivery of both capital and operational projects to meet strategic objectives.
13. Provide technical advice and review design proposals for WWTP's projects where appropriate.

## **FINANCIAL MANAGEMENT**

1. Be actively involved with relevant capital works programs from investigations through to completion.
2. Have input into the Preparation and management of the annual OpEx and CapEx budgets for operations and maintenance expenditure to ensure that operations are undertaken in a cost effective manner within budget.

## **6. KEY SELECTION CRITERIA**

### **6.1. Qualifications / Experience**

#### **Essential**

- Must have a good understanding of the physio-chemical and biological processes associated with wastewater treatment including Biological Nutrient Removal (BNR).
- Certificate III in the Water Industry Operations Package and or a relevant Degree/Trade qualification.
- Experience in staff supervision.
- Strong awareness of regulations governing the industry.

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- Strong analytical skills.
  - High level of written and verbal communication skills.
  - Demonstrated ability to work in a team based work environment.
  - Efficient and competent computer skills, in particular MSOffice applications with skills in BioWin modelling an advantage.

## **7. CRITICAL CAPABILITIES**

The following capabilities are considered critical for the success of this role.

1. To remain up to date with technological trends in the Water Industry.
2. Following the identification of operational weaknesses, and develop and implement the necessary improvements.
3. Produce reports on environmental performance of WWTP's for both internal and external stakeholders.
4. Liaise and communicate with relevant Government organisations (e.g. Environmental Protection Authority).
5. Prepare reports on issues relating to wastewater treatment operations and maintenance.
6. Perform other duties which may be peripheral to the main duties of the position.

### **7.1. Personal Qualities**

- Strong leadership qualities
- Attention to detail
- Excellent problem solving skills
- Team player
- Outcome focussed

### **7.2. Knowledge & Skills (Note: Levels are Basic, Competent, Skilled and Expert)**

#### **1. Occupational Health & Safety - Skilled**

- Ensure compliance with the provisions of the Occupational Health and Safety Act and Regulations at all times and create, maintain and foster a safe work environment at all times.
- Follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.

#### **2. Risk Management - Skilled**

Ensure Central Highlands Water's Risk Management policy, programs and the application of sound risk management practices are observed and complied with at all times.

#### **3. Influence & Negotiation - Competent**

Ability to discuss and gain agreement on a course of action

#### **4. Interpersonal Skills - Skilled**

Ability to effectively engage with others through social communication and interactions

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**5. Knowledge Management - Competent**

The management of the creation, capture, sharing and use of knowledge

**6. Leadership - Competent**

Ability to influence and motivate others to accomplish an objective and direct them in a way that makes a team / organisation more cohesive and coherent

**7. Problem Solving - Competent**

Ability to analyse issues and to identify and implement solutions

**8. Quality Systems - Competent**

The use and administration of the quality systems: SMS, EMS, DQMS

**8. CONTINUING EDUCATION AND DEVELOPMENT**

The incumbent will be supported in keeping abreast of current industry best practice and is expected to take active personal interest in staying informed of professional practices, standards and latest trends. The Corporation encourages continuous development and conducts annual Performance Reviews, through which development needs, may be identified.

**9. SIGNATURES**

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Manager Name (please print)

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Manager Signature

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Date

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Employee Name (please print)

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Employee Signature

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Date